

**Board of Commissioners  
Public Minutes  
July 20, 2026**

The Commission meeting convened at 10:00 AM in the conference room at the North Conway Water Precinct, 104 Sawmill Lane North Conway, NH. The following were present:

Commissioner James Umberger  
Commissioner Rodney Morrison  
Commissioner Deborah Fauver  
Superintendent Jason Gagnon

Fire Chief Chad McCarthy  
Business Administrator Molly Donley  
Treasurer Kristine Cluff

**CALL TO ORDER**

The meeting was called to order at 10:00AM by Commissioner Umberger.

**PUBLIC HEARINGS**

None.

**APPROVAL OF MINUTES**

None.

**FIRE CHIEF**

**Membership**

42

**Personnel**

Two members on leave of absence.

**Training**

Department Training: Ropes and Knots and Ladders.

Engine 3 Training: Drafting and LP facilities.

Rescue Training: Respiratory Emergencies.

**Department Activities**

Place of assembly inspections and life safety inspections on going.

Kennett's girl basketball team would like to do a carwash fundraiser at Seavy St station July 25<sup>th</sup>. Decided that the parking lot is too small, the traffic is awful in that location, and if the Fire Department needs to get into that station for apparatus, they won't be able to. Going to look into other locations where we can provide free water.

Fire Department's Master plan approval. Looking to get a night scheduled to let the public know what it's about. Jeff from ESCI will be present. Tentatively looking to schedule it in September. Going to be posting the Master Plan on NCWP website, NCFD website as well as hard copies available pending Board of Commissioner approval.

Fire Department's Anti-Nepotism Policy approval. Emailed redlined copy to Board.

Firefighter and hydrant prop given to NCFD from Story Land that kids can take a picture in. Looking to get opinion on putting it out front of the station on weekends or holidays. Checking with Molly to see what the insurance would say about it.

Commissioners said it's a great idea, but to check with Primex.

**Emergency Calls**

Five-year call average is 1,500 calls a year.

Five-year monthly call average is 125 calls a month.

Five-year daily call average is 4.11 calls a day.

**Year to Date Call Average**

The department has responded to 870 calls year to date for 2026

Monthly call average is 131 calls a month for 2026.

Daily call average is 4.36 calls a day for 2026.

The department has responded to 120 calls for the month of July 2026.

The department responded to 140 calls in June 2026.

### Apparatus / Trucks

Having the Cabs system worked on Engine 3. Waiting for parts delivery.

### Equipment Issues

No change

### Purchase of New Equipment

The new Assistant Chief's vehicle has been shipped. Should be here in another month, month and a half to get the rest of the lights put on it.

## COMMISSIONERS/SUPERINTENDENT REPORT

### Project Status

#### Vehicle Purchases

##### *Compact Wheel Loader*

The latest delivery update from CAT is at the end of August.

##### *10-Wheel Dump Truck*

No new updates.

##### *WWTF Pickup Truck*

The truck is in process of being delivered to the dealership, who will then have the plow installed. The invoice for the truck was processed this payables cycle, and we'll have the check ready to hand over when the dealer delivers the truck in the next couple of weeks.

##### *6-Wheel Dump Truck*

I'm pleased to report that the Precinct was awarded 80% of the total purchase cost of the new truck through the Granite State Clean Fleets Grant Program – up to \$116,467 of the \$145,584 cost. October estimated delivery. There are two action items needed today to move this forward:

#### **Motion of Commissioner Fauver,**

1. The Board of Commissioners of the North Conway Water Precinct agrees to enter into a grant agreement with the Granite State Clean Fleets Grant Program grant agreement with the New Hampshire Department of Environmental Services, Air Resources Division, which is a reimbursement project only, in the amount of \$116,467 or 80% of the eligible project costs, whichever is less, for replacement of the Precinct's International 6-wheel dump truck. The Commissioner further authorize Superintendent Jason Gagnon to execute any documents which may, in their judgement, be desirable or necessary to effect the purpose of this vote and the grant agreement.
2. The Commissioners authorize the Superintendent to enter into a contract with Ballard trucks for purchase of a new Mack 6-wheel dump truck in the amount of \$145,584.

Second by Commissioner Morrison.

Motion carried by a 3-0-0 voice vote.

Equipment Trailer

The check has been cut for the trailer, which will be purchased through the Lead Service Line loan at 71% principal forgiveness. I'm coordinating with the dealership now to see if they will deliver the trailer here or if we need to go down to pick it up. If we need to pick it up, we'll need to wait for the new 10-wheel dump truck to be delivered.

NCWP Master Plan Updates

*The Precinct's original water and wastewater master plans were completed in 1999, with subsequent updates in 2005 and 2011. We have reached the end of the planning period for the original master plan, and it is time to develop an updated plan that focuses on the next 20 years.*

We've had quite a few vacations with key personnel over the past few weeks, so progress has slowed a bit. Black & Veatch has continued to work to refine the Mission/Vision statements. They've also provided a preliminary assessment of the Precinct's information systems for review by the leadership team. I've attached that preliminary assessment for your information, however, please keep in mind that this is a working document that has a long way to go before any recommendations are formalized. This coming week, the leadership team will also be meeting with Black & Veatch to dive more into the Key Performance Indicators (KPIs) – something that will help guide where information systems recommendations end up.

Landfill Leachate

*The initial phase of this project is 100% funded through the NHDES Emerging Contaminants program. Its purpose is to identify the best available technology for PFAS removal from landfill leachate with the expectation that a new treatment process will be constructed based on the findings of this project phase. Annual Meeting 2026 approved up to \$8M in borrowing to move forward with design and construction. NCWP will work with the Town of Conway to advance this project thoughtfully and share costs equitably.*

At the joint meeting of Commissioners and Selectmen last week, there was unanimous support for moving forward with the option that provides the most local control moving forward. In this case, that would be to build the PFAS treatment system and keep the landfill open.

I am working with Black & Veatch to finalize their preliminary engineering report, with one significant piece being added: an evaluation of employee safety and exposure risk. Our staff is rightfully concerned about the health risks of operating a system that concentrates PFAS. Black & Veatch, being a very large firm, has Industrial Hygienists on staff that will be brought in to assess risks, develop operational procedures to reduce exposure and risk, and make recommendations for how to move forward with the health and safety of Precinct staff being a priority.

Saco River Erosion

*This project is currently in design phase with the goal of addressing erosion of the Saco River banks that threatens WWTF infrastructure. NCWP has received \$15.2M in CWSRF funding through NHDES for the future construction phase.*

No new updates.

North End Sewer Collections Capacity

*Analysis of the NCWP collections system in preparation to receive Lower Bartlett sewer flow revealed that the Remoat Trail Pump Station and 12" sewer main from Memorial Hospital to Grove Street have limited remaining capacity. An alternatives analysis was performed by Wright-Pierce with a recommendation for upgrades at Remoat Trail Pump Station and construction of a new force main from the pump station to Grove Street within the Route 16 corridor as the least cost option.*

We have the design contract from Wright-Pierce ready for approval, which is attached to this report for review. We know that this is an important project to move forward with if LBWP does end up constructing their sewer system. Given the recent uncertainty from LBWP, does it make sense to move forward with this design right now? The board of Commissioners stated that regardless of what happens with LBWP, this is something that needs to be done. The cost of this design contract is \$625,000 and

**Motion of Commissioner Fauver to approve and authorize Jason Gagnon to sign the Design Contract from Wright-Pierce for Remoat Trail Pump Station and Forcemain at a total cost of \$625,000.**

**Second by Commissioner Morrison.**

**Motion carried by a 3-0-0 voice vote.**

#### **WWTF Aeration Upgrades**

*This project renews aging infrastructure and adds additional aeration capacity in the east carousel of the WWTF to meet increasing flows and loads at the WWTF. It is funded by NHDES CWSRF in the amount of \$2.99M, including ARPA Grant of \$997,000; Principal Forgiveness of up to \$369,300; Energy Audit Implementation Grant of \$200,000; and State Aid Grant of at least 20% of remaining principal/interest balance. NCWP also received \$859,000 in CWSRF funding to add the backup generator replacement to this project.*

Precinct staff discovered a slow oil leak in the gearbox for the new aerator a few months ago. I want to recognize Aaron Bernier, Chief Operator, who went above and beyond to be proactive in his research about maintenance on the gearbox – it was his effort that led to discovering the leak just before the warranty period expired. We have been working with the manufacturer since then to come up with a solution that works for us – one that does not require us to swap ditches again and wait for the existing gearbox to be repaired. After lots of negotiation, the manufacturer will be providing a brand new gearbox, which the Precinct will install with the help of the project contractor. We feel that this is a fair, reasonable solution that saves the Precinct significant time and expense over having to swap ditches while the existing one is repaired. On top of the warranty replacement, we are negotiating with the manufacturer to purchase the repaired gearbox at a very significant discount so that we'll have a spare moving forward.

#### **Skimobile-Artist Falls Water Main**

*This project is currently in design. It will add a second piping connection between the north and south pressure zones of the water distribution system to improve resiliency. It is funded by a DWGTF loan/grant (\$1,357,200 loan, \$150,800 grant).*

We've been working with the Contractor to prepare for construction to begin over the coming weeks. I want to thank Cranmore for working with us to provide lay down areas for the contractor to use during construction. I'm also pleased to report that David Bernier will be serving as RPR in the field for Wright-Pierce to oversee the project. Estimated completion about 6 weeks from when they start.

#### **Country Road Sewer**

*This project extends sewer into the Country Road portion of the Village at Kearsarge. It is funded through a NHDES CWSRF loan of \$1,390,000 with 10% principal forgiveness. An additional \$600,000 CWSRF Loan was approved in 2025 along with \$322,708 in capital reserve funds.*

No new updates – beginning the process of project closeout.

#### **Village at Kearsarge Condos – Sewer**

*\$443,000 was appropriated at Annual Meeting 2024 through a Petitioned Article to put toward the estimated cost of \$922,000 for the Condos to connect to existing Precinct sewer (48% of total project cost). Work was to include gravity sewer, a sewer pump station, and sewer force main. This project has been awarded and is due to begin construction.*

No new updates - Construction has wrapped up on this project. I'm working with Verdantas to get all the information NCWP needs before providing our reimbursement. The estimated amount will be \$319,550.

#### **Town of Conway – CVFD Transition**

*With Conway Village Fire District dissolving, the Town will assume responsibility for their water/sewer systems. NCWP is engaging with the Town to develop a new Inter-Municipal Agreement (IMA) based on fair and equitable sharing of wastewater treatment costs.*

At the joint meeting with Selectmen last Tuesday, the Town and Precinct voted unanimously to sign the new IMA pending NH Attorney General review. Furthermore, both also voted unanimously to end the lawsuit originally filed by the former Conway Village Fire District. This has been quite the effort to get to this point – one that began 8 years ago with CVFD. I want to thank everyone who contributed to getting this important agreement across the finish line.

#### **Lower Bartlett – IMA Discussion**

*Lower Bartlett Water Precinct has received funding through USDA Rural Development to construct a sewer collection system. NCWP is working with LBWP to develop an IMA to establish what LBWP will pay for NCWP to receive and treat its sewage.*

The meeting scheduled two weeks ago was cancelled by Lower Bartlett. I am waiting to hear from them about how they want to move forward.

#### **Potential Water & Sewer Easement – Eastman Road**

*NCWP is seeking a water/sewer easement on the lot just east of Walmart to provide a path for the water main to continue from Hemlock Lane to Eastman Road for resiliency of connection to Pine Hill Tank.*

No new updates.

#### **Lead Service Line Investigation / Replacement**

*Revisions to USEPA's Lead and Copper Rule require that all public water systems identify material type for every water service line in the system and then replace certain types that may increase the risk of lead exposure. NCWP approved \$925,850 for this project, which will include purchase of a vacuum excavation trailer, 20-ton equipment trailer, and mini excavator. The project is funded by NHDES with 71% principal forgiveness.*

No new updates.

#### **Manhole Raising**

No new updates – Silas is working with the equipment vendor to schedule a demo in August.

#### **Q2 Budget Updates**

Attached are the YTD budgets for Commissioners, Sewer, and Water. Halfway through the year, we sit at 47% expended in Commissioners; 42% expended in Sewer; and 42% expended in Water. We're in good shape for this time of year.

#### **Abatement Requests**

None.

#### **OLD BUSINESS**

- Election Rules, and Precinct Moderator and Clerk Job Descriptions
  - Election coordinator position be in house (Business Administrator)
  - Kris Cluff and Commissioner Fauver are going to come up with a binder of more specific rules and guidance on how to prepare for, run, and what you do after elections.
- Treasurer Job Description

#### **NEW BUSINESS**

Motion of Commissioner Fauver to approve the hiring of Ryan Britland as a Water Operator.  
Second by Commissioner Morrison.

OTHER BUSINESS

None.

PUBLIC COMMENTS/MEDIA QUESTIONS

None.

SIGNATURE OF DOCUMENTS

None.

SIGNING OF CHECKS

Motion of Commissioner Fauver to ratify checks to be signed out of session:

- 1. Payroll checks dated 7/16/2026
- 2. Accounts payable checks dated 7/16/2026

Second by Commissioner Morrison.  
Motion carried by a 3-0-0 voice vote.

NON-PUBLIC SESSIONS

Motion to enter non-public session made by Commissioner Fauver and seconded by Commissioner Morrison.

Specific statutory reason cited as foundation for the non-public session:

\_X\_ RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

Roll call vote to enter non-public session:

|                 |                         |   |
|-----------------|-------------------------|---|
| Rodney Morrison | <div><div>Y</div></div> | N |
| James Umberger  | <div><div>Y</div></div> | N |
| Deborah Fauver  | <div><div>Y</div></div> | N |

Entered non-public session at 10:38 AM  
Public meeting reconvened at 11:15 AM

Motion of Commissioner Fauver to seal the non-public session minutes as it was determined that divulgence could render the proposed actions ineffective.  
Second by Commissioner Morrison.  
Motion carried by a 3-0-0 voice vote.

ADJOURN

Having nothing further to come before this public meeting, motioned by Commissioner Fauver to adjourn at 11:15 AM.  
Second by Commissioner Morrison.  
Motion carried by a 3-0-0 voice vote.

Respectfully,  
Molly Donley